



CYPRESS-FAIRBANKS ISD FLYER DISTRIBUTION FORM

Revised March 2011

Please allow 2-3 school days for the processing of flyer approvals.
Flyer distribution is usually not available the first week and the last two weeks of school.

NAME OF ORGANIZATION SUBMITTING FLYER: _____

NAME OF CONTACT PERSON (Please Print) _____ FAX # or Email _____ PHONE NUMBER _____

SIGNATURE OF PERSON MAKING REQUEST _____ DATE OF REQUEST _____ YES _____ NO _____
(IS 501(c)(3) ON FILE?)

THE FOLLOWING CRITERIA MUST BE MET BEFORE FLYERS WILL BE APPROVED:

- ◆ The flyer MUST have the following disclaimer: This activity is not related to or sponsored by the Cypress-Fairbanks Independent School District.
- ◆ The flyer must clearly indicate that this is an activity for students.
- ◆ The material on the flyer must be age and/or developmentally appropriate for students.
- ◆ The group distributing the flyer must be identified by the Internal Revenue Service as a non-profit 501(c)(3) organization. If you do not currently have a 501(c)(3) IRS letter on file, one MUST accompany this request.
- ◆ No fundraising flyers are allowed from groups outside of the school district.
- ◆ The flyer must not cause disruption to the operation and discipline of the school..
- ◆ **Attach a copy of the flyer to this Flyer Distribution Form and submit your request by fax to (281) 517-2178 or by email to kathryn.newman@cfisd.net.**

FLYER DISTRIBUTION GUIDELINES: The final decision concerning flyer distribution, and the manner in which the flyers are distributed (whether electronic or paper), is at the building principal's discretion. Some principals may prefer having a limited number of flyers available in the office for students who are interested, as opposed to distributing one to every child – this method is used in middle and senior high schools. Therefore, do not make copies of your flyer until approval is received and until the schools' manner of distribution is known.

- ◆ Duplication of flyers is the responsibility of the organization requesting permission to distribute.
- ◆ After receiving District approval, please contact the school prior to delivering the flyers to the school. A copy of this signed form and a signed copy of the flyer must be delivered with each set of flyers that you want distributed.

LIST ALL SCHOOLS WHERE YOU WISH TO DISTRIBUTE THE FLYER:

ALL SCHOOLS: _____ ALL ELEMENTARY: _____ ALL MIDDLE: _____ ALL HIGH: _____ AS LISTED BELOW: _____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

.....
(For Office Use Only)

_____ Approved for distribution

_____ Not approved at this time

Kathy Newman, Facilities Use and Records Manager

Date